

## NECAP Table of Standard Accommodations

Revised August 2012

Any accommodation(s) used for the assessment of an individual student will be the result of a team decision made at the local level. All decisions regarding the use of accommodations must be made on an individual student basis – not for a large group, entire class, or grade level. Accommodations are available to all students on the basis of individual need regardless of disability status and should be consistent with the student’s normal routine during instruction and assessment. This table is not intended to be used as a stand-alone document and should always be used in conjunction with the *NECAP Accommodations Guide*.

| T. Timing |  |   |
|-----------|--|---|
| Code      | Tests were administered  | Details on Delivery of Accommodations   |
| T1        | with time to complete a session extended beyond the scheduled administration time within the same day.   | NECAP tests are not designed to be timed or speeded tests. The scheduled administration time already includes additional time and the vast majority of students complete the test session within that time period. Extended time within a single sitting may be needed by students who are unable to meet time constraints. A test session may be extended until the student can no longer sustain the activity.  |
| T2        | so that only a portion of the test session was administered on a particular day.                         | In rare and severe cases, the extended time accommodation (T1) may not be adequate for a student not able to complete a test session within a single day. A test session may be administered to a student as two or more “mini-sessions” if procedures are followed to maintain test security and ensure that the student only has access to the items administered on that day (see the <i>NECAP Accommodations Guide</i> for details).                              |
| T3        | with short, supervised breaks.   | Multiple or frequent breaks may be required by a student whose attention span, distractibility, or physical condition, requires shorter working periods.  |
| T4        | at the time of day or day of week that takes into account the student’s medical needs or learning style. | Individual scheduling may be used for a student whose school performance is noticeably affected by the time of day or day of the school week on which it is done. This accommodation may not be used specifically to change the order of administration of test sessions. This accommodation must not result in the administration of a test session to an individual student prior to the regularly scheduled administration time for that session for all students. |

| S. Setting |   |   |
|------------|---|---|
| Code       | Tests were administered   | Details on Delivery of Accommodations   |
| S1         | in a separate location within the school by trained school personnel. | A student or students may be tested individually or in small groups in an alternative site within the school to reduce distractions for themselves or others, or to increase physical access to special equipment.  |
| S2         | in an out-of-school setting by trained school personnel.              | Out-of-school testing may be used for a student who is hospitalized or tutored because they are unable to attend school. The test must be administered by trained school personnel familiar with test administration procedures and guidelines. Relatives/guardians of the student may not be used as the test administrator. |

| P. Presentation |  |  |
|-----------------|--|--|
| Code            | Tests were administered  | Details on Delivery of Accommodations  |
| P1              | individually.  | Individual or small group testing may be used to minimize distractions for a student or students whose test is administered out of the classroom or so that others will not be distracted by other accommodations being used (e.g., dictation)   |
| P2              | in a small group.  |  |
| P3              | with test and directions read aloud in English or signed to the student.<br><b>(NOT allowed for the Reading test.)</b> | A reader may be used for a student whose inability to read would hinder performance on the Mathematics, Science, or Writing test. Words must be read as written. Guidelines for reading mathematical symbols must be followed. No translations (with the exception of signed language) or explanations are allowed. Trained personnel may use sign language to administer the test.  |
| P4              | with only test directions read aloud or signed to the student.   | A reader may be used for a student whose inability to read or locate directions would hinder performance on the test. Note that most directions on the NECAP test occur at the beginning of the test session and are already read aloud by the test administrator. Guidelines for what are and are not “test directions” must be followed. With the exception of sign language and the case of students enrolled in a program where the test administrator routinely presents information in a foreign language, directions may not be translated. |
| P5              | with administrator verification of student understanding following the reading of test directions.                     | After <u>test directions</u> have been read, the test administrator may ask the student to explain what he/she has been asked to do. If directions have been misunderstood by the student, the <u>test directions</u> may be paraphrased or demonstrated. Test items <b>MUST NOT</b> be paraphrased or explained.  |
| P6              | using alternative or assistive technology that is part of the student’s communication system.                          | The test may be presented through his/her regular communication system to a student who uses alternative or assistive technology on a daily basis. Technology may not be used to “read” the Reading test to the student.   |
| P7              | by trained school personnel known to the student other than the student’s classroom teacher.                           | A student may be more comfortable with a test administrator who works with the student on a regular basis, but is not the student’s regular teacher for the general curriculum or other staff assigned as test administrator. All test administrators must be trained school personnel familiar with test administration and accommodations procedures and guidelines.   |
| P8              | using a large-print version of assessment.   | Both large-print and Braille versions of the assessment require special preparation and processing and must be pre-ordered. Directions for ordering these materials are included in communications sent to school principals prior to the test.  |
| P9              | using Braille version of assessment.   |  |
| P10             | using a word-to-word translation dictionary for ELL students. <b>(NOT allowed for the Reading test.)</b>               | A student with limited English proficiency may have a word-to-word dictionary available for individual use as needed. A word-to-word dictionary is one that does not include any definitions. Information on acceptable dictionaries is provided on the departments’ websites.   |
| P11             | using visual or auditory supports.   | The test may be presented using visual aids such as visual magnification devices, reduction of visual print by blocking or other techniques, or acetate shields; or auditory devices such as special acoustics, amplification, noise buffers, whisper phones, or calming music.  |

| R. Response |  |   |
|-------------|--|---|
| Code        | Tests were administered  | Details on Delivery of Accommodations   |
| R1          | with a student <u>dictating</u> responses to school personnel. ( <b>NOT allowed for the Writing test.</b> See O2 – using a scribe for the Writing test.)   | A student may dictate answers to constructed-response or short-answer questions to locally trained personnel or record oral answers in an individual setting so that other students will not benefit by hearing answers or be otherwise disturbed. Policies regarding recorded answers must be followed prior to returning test materials.  |
| R2          | with a student <u>dictating</u> responses using alternative or assistive technology/devices that are part of the student's communication system. ( <b>NOT allowed for the Writing test.</b> See O2 – using a scribe for the Writing test.) | Technology is used to permit a student to respond to the test. When using a computer, word processing device, or other assistive technology, spell and grammar checks must be turned off. Policies regarding recorded answers must be followed prior to returning test materials.   |
| R3          | with a student using approved tools or devices to minimize distractions.   | Noise buffers, place markers, carrels, etc. may be used to minimize distractions for the student. This accommodation does NOT include assistive devices such as templates, graphic organizers, or other devices intended specifically to help students <u>organize thinking or develop a strategy for a specific question.</u>  |
| R4          | with a student <u>writing</u> responses using separate paper, a word processor, computer, braille, or similar device.  | A student may use technological or other tools (e.g., large-spaced paper) to write responses to constructed-response, short-answer, and extended response items. A key distinction between this accommodation and R2 is that the student using this accommodation is responding in writing rather than dictating. When using a computer, word processing device, or other assistive technology, spell and grammar checks must be turned off, as well as access to the Web. This accommodation is intended for unique individual needs, not an entire class. Policies regarding recorded answers must be followed prior to returning test materials. |
| R5          | with a student indicating responses to multiple-choice items to school personnel.  | A student unable to write or otherwise unable to fill-in answers to multiple-choice questions may indicate a response to trained school personnel. The school personnel records the student's response in the student answer booklet.   |
| R6          | with a student responding with the use of visual aids.   | Visual aids include any optical or non-optical devices used to enhance visual capability. Examples include magnifiers, special lighting, markers, filters, large-spaced paper, color overlays, etc. An abacus may also be used for student with severe visual impairment or blindness on the Mathematics and Science tests. Note that the use of this accommodation still requires student responses to be recorded in a student answer booklet.  |
| R7          | with a student with limited English proficiency responding with use of a word-to-word dictionary. ( <b>NOT allowed for the Reading test.</b> )   | A student with limited English proficiency may have a word-to-word dictionary available for individual use as needed when responding. A word-to-word dictionary is one that does not include any definitions. Information on acceptable dictionaries is provided on each Department's website.  |

| O. Other<br>These accommodations require DOE approval. |  |   |
|--|--|---|
| Code   | Tests were administered  | Details on Delivery of Accommodations   |
| O1   | using other accommodation(s) not on this list, requested by the accommodations team. | An IEP team or other appropriate accommodation team may request that a student be provided an accommodation not included on this standard list of accommodations. Like all other accommodations, these should be consistent with the student's normal routine during instruction and/or assessment. Requests should be made to the DOE when accommodation plans are being made for a student prior to testing. DOE approval must be received for the requested accommodation to be coded as an O1 accommodation. Non-approved accommodations used during test administration will be coded as an M3 modification. |
| O2   | with a scribe used on the Writing test.  | The use of a scribe for students dictating a response to the Writing test may only be used under limited circumstances and must be approved by the DOE. When approved as an accommodation, the scribe must follow established guidelines and procedures.  |

| M. Modifications<br>All modifications result in impacted items being scored as incorrect. |  |  |
|---|--|--|
| Code  | Tests were administered  | Details on Delivery of Accommodations  |
| M1  | using a calculator and/or manipulatives on Session 1 of the Mathematics test or using a scientific or graphing calculator on Session 3 of the Science test | Inappropriate use of a calculator or other tools will result in impacted items being scored as incorrect.  |
| M2  | with the test administrator reading the Reading test.  | The read aloud accommodation (P3) is not allowed for the Reading test. If it is used, all reading items in the sessions that are read aloud will be scored as incorrect.               |
| M3  | using an accommodation on this list not approved for a particular test or an accommodation not included on this list without prior approval of the DOE.    | Inappropriate use of an accommodation included on this list or use of another accommodation without prior approval of the DOE will result in impacted items being scored as incorrect. |

Note: English Language Learners may qualify for any of the accommodations listed as appropriate and determined by a team. Refer to the *NECAP Accommodations Guide* for additional information.